Department of Public Health and Human Services	Section: APPLICATION PROCESSING
TANF CASH ASSISTANCE	Subject: Verification and Documentation

Supersedes: TANF 103-4 (07/01/06)

References: ARM 37.78.102

<u>GENERAL RULE</u>--Non financial and financial criteria must be verified and/or documented for all TANF cash assistance applicants and participants.

► **NOTE:** The verification and documentation guidelines also apply when adding a new household member to the TANF household.

Certain criteria (e.g., household composition) only requires documentation on TEAMS case notes (CANO) while other criteria (e.g., living with a specified relative, age of minor child) must be verified as well as documented on CANO.

When documenting on CANO, it is extremely important to be as specific as possible (i.e., 'viewed 3-12-01 pay stub in the gross amt of $212.53, $32.11 earned income tax credit excluded from income calculation; earns $7.08/hr, wkd 30 hrs').

► When requesting information/verification, always list the due date as 10 days from the date the TEAMS notice will be mailed. Do not list the 45th day after application as the due date.

► **NOTE:** TEAMS notices are mailed the next working day after they are sent from TEAMS, and are not mailed on weekends or holidays. Example: Notice created 11/9/06 on TEAMS will be mailed on 11/13/06. Ten days would be 11/14/06—11/23/06. Due date in notice would be 11/23/06.

► An application cannot be denied for "failure to comply" with providing necessary information/verification until the application is at least 45 days old.

NOTE: Staff cannot request verification of information that is not necessary to determine TANF cash assistance eligibility. For example, staff cannot request shelter expense verification for TANF cash assistance.

NOTE: Items placed in a Drop Box overnight or over a weekend should be date- stamped with the prior working day's date. Items placed in the Drop Box during a day's business hours will be date-stamped with that date.

Following is a list of items that must be verified and/or documented and examples of acceptable verification. For more information on each item, refer to the manual section(s) listed.

AGE
Birth certificate, baptismal certificate, school records; **hard copy verification is required**. This is typically the same document used to verify citizenship/alien status and relationship between children and the parent or caretaker relative. (TANF 304-1)

CITIZENSHIP/ ALIEN STATUS
Birth certificate, baptismal certificate, INS documentation along with SAVE results, US passport, certificate of birth, report of birth abroad; **hard copy verification is required**; document citizenship/alien status on TEAMS case notes. (TANF 301-1 and 301-2)

COOPERATION WITH CSED
Required for TANF cash assistance. Completion of the 'Child Support Enforcement Referral' (HCS/CS-332) satisfies this requirement at application. For on going cases, verified through Child Support Enforcement case worker or SEARCHS. All instances of non-cooperation and claims of good cause for non-cooperation must be **documented on TEAMS case notes**. (TANF 306-1, 306-2 and 306-3)

►HEALTH INSURANCE PREMIUM PAYMENT SYSTEM (HIPPS)
Participant statement, employer statement, completed HCS-449; document on CANO whether or not health insurance is available or if coverage currently exists. **Cooperation with HIPPS is a TANF cash assistance non-financial eligibility requirement.** (TANF 307-1)

HOUSEHOLD COMPOSITION
Participant statement, landlord statement, neighbor statement; **document unusual situations on TEAMS case notes**. Hard copy/collateral verification is only required if household composition is questionable. (TANF 201-1; 201-3; 302-1) For information on verifying marital status/common law/custody situations see TANF 201-2.

INCOME
Paystubs, employer statements, MISTICS, SEARCHS, BENDEX (TEAMS screens SDI1 and BEII), SOLQ, tax records; **document on TEAMS case notes** what verification was used and how income was derived. (TANF 500 and 600 sections)

LIVING WITH A SPECIFIED RELATIVE
Birth certificate, adoption papers, baptismal certificate, marriage license, divorce decree, death certificate. If the specified relative is not the natural/adoptive parent, document on TEAMS case notes what was used to verify relationship within the fifth degree of kinship. **Hard copy verification is required** in case file. (TANF 305-1)

RESIDENCE
Participant statement, landlord statement, rent receipt; **document unusual living arrangements on TEAMS case notes**. Hard copy/collateral verification is not required unless residence is questionable. (TANF 302-1)

RESOURCES
Bank statements, PJUSTICE, CAMAS, stock certificates, safety deposit box contents; **document all resources not clearly explained/identified by TEAMS coding on TEAMS case notes**. Keep necessary hard copy verification in case file. (TANF 400 sections)

SOCIAL SECURITY NUMBER
Use participant statement; SSA interface will verify. **Hard copy is not required**. (TANF 303-1)

Parents have until the 1st day of the second month following the mother/newborn's release from the hospital to provide verification of application for a Social Security Number. The parent (or other caretaker relative) must furnish the actual SSN as soon as it is available.

TPL TRAUMA QUESTIONNAIRES
The caretaker relative is required to cooperate with the TPL Unit in regard to trauma/injury questionnaires. When the TPL Unit sends a questionnaire regarding a specific injury to a Medicaid household, the caretaker relative must complete the questionnaire and return it to the TPL Unit within the specified timeframe. If the questionnaire is not received within the allotted time, and the TPL Unit notifies the Eligibility Case Manager of non-compliance, **the assistance unit will lose TANF cash assistance eligibility for failure to cooperate**. Document all instances of non-cooperation on TEAMS case notes. (TANF 307-1)

DB   ΦΦΦ